Phase 2: Project Planning

DATE	31 OCTOBER 2025
TEAM ID	NM2025TMID06105
PROJECT NAME	Calculating Family Expenses using ServiceNow

1. Project Plan Overview:

The project plan outlines the execution steps required to develop the "Family Expense Calculation System using ServiceNow."

2. Work Breakdown Structure (WBS):

Level	Task Category	Activities
1.1	Requirement Understanding	Understand problem, collect requirement
1.2	Environment Setup	Create PDI, verify Zurich version, login
1.3	Table Creation	Create Family Expenses & Daily Expenses tables
1.4	Form Design	Add fields, configure layouts
1.5	Script Logic	Create Business Rule for auto-update
1.6	Testing	Test with sample entries
1.7	Documentation	Create report, screenshots, GitHub upload

3. Project Timeline (Gantt-Style Table):

Phase	Task	Duration	Status
Planning	Research & Understanding	1 Day	Completed
Setup	PDI Setup & Instance Login	1 Day	Completed
Development	Create Tables & Fields	2 Day	Completed
Development	Create Business Rule	1 Day	Completed

Testing	Functional Testing	2 Day	Completed
Documentation	Report + Screenshots	2 Day	Completed
Deployment	GitHub Upload	1 Day	Completed

4. Roles & Responsibilities:

Role	Responsibility
Developer (Raguveer M)	PDI setup, build tables, forms, BR scripting
Tester (Deeksha D)	Enter sample data, verify results
Documentation Owner (Divya SRI M)	Prepare report, screenshots
GitHub Manager (Magtalin Sharon T)	Push final assets and docs

5. Tools & Technology Planning:

Category	Tool
Platform	ServiceNow (Zurich Release, Patch-2)
IDE	ServiceNow Studio & Form Designer
Scripting	JavaScript (Server-side BR)
Documentation	MS Word / WPS Office
Version Control	GitHub
Testing	Manual Testing with sample data

6. Risk Management Plan:

Risk	Impact	Probability	Mitigation
PDI instance expires	Loss of project	Medium	Refresh instance frequently
Script errors	Incorrect output	High	Debug using logs & BR preview
Form config mismatch	Wrong UI behaviour	Medium	Follow documented steps

GitHub mistakes	Report upload issues	Low	Maintain backup

			locally
Time delay	Submission late	Medium	Daily progress tracking

7.   Project Deliverables:

Deliverable	Description
ServiceNow Application	Tables, Forms, BR
Project Report	6-Phase Documentation
Screenshots Proof	Evidence of development
GitHub Link	Public project repository
Demo	Live execution of project